

# Kentucky Technical System (KTS) and Infinite Campus (IC) Automated Data Exchange Project

## Adding Courses



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March 2014

## **Explanation of the KTS/IC Automated Data Exchange Project**

The Kentucky Department of Education (KDE) and Infinite Campus are working together on a project to encourage use of Infinite Campus by both Area Technology Centers (ATC) and local Career and Technology Centers (CTC). The project will automate the transfer of student records between the high school and the technical school to minimize duplicate data entry. The home high school and technical school will both create course schedules in Infinite Campus. The high schools will use course codes set at the technical school that identifies the specific technical school, course and section for matching students between the two schools. Home high schools will schedule students into technical courses inside Infinite Campus. Once scheduled, a nightly script will auto-populate student enrollments and schedules for the Technical Schools, eliminating the need for dual entry.

Participating technical schools will benefit by being able to fully utilize Infinite Campus and CIITS within their classrooms. Home high schools will also see benefits as they will receive reports of previous day attendance at the technical school inside of Infinite Campus. In addition, home districts will receive updates for posted grades and be able to include all student scores in one report card. The pilot begins in the 2014-15 school year.

Phase I timeline:

3/25 – 4/18 – ATC/CTCs set up of calendar, courses, and sections.

4/19 – 4/25 – KDE review and updates

4/28 – 4/30 – Infinite Campus will snapshot ATC/CTC catalog for new technical school course master

5/1 – New Technical Course Master available for high school use

5/1 – summer – participating high schools will schedule using new technical school course master

The key to being able to match students between the high schools and the technical schools is the NEW course number; the importance of this number must be stressed. Specific instructions on how high schools will schedule courses and the description of the new technical course code are provided within this document.

## Step 1: Connecting to the NEW KTS Course Catalog

In order to pull the courses necessary for the KTS Automated Project into your district edition database, select the proper course catalog. *\*The ability to change the Course Catalog Master List must be given in a tool right by the system administrator. Contact your system admin for this temporary tool right or have your system admin make this temporary change themselves.*

Path: Index > System Administration > Resources > School

1. Select your school from the School Editor selection.
2. Click on the dropdown box for Course Catalog - Master List and select the KTS Project Course Catalog
3. Save School

The screenshot shows the 'School Editor' interface. On the left, a list of schools is shown under the 'School Editor' tab. A yellow circle with the number '1' is placed over this list. On the right, the 'School Detail' form is visible. A yellow circle with the number '2' is placed over the 'Course Catalog - Master List' dropdown menu, which is currently set to 'KTS Project Course Catalog'. At the top of the form, there are buttons for 'Save School', 'Delete School', and 'New School'. A yellow circle with the number '3' is placed over the 'Save School' button. The form also includes fields for 'Name', 'Location Number', 'NCES School Number', 'Standard Code (SIF StatePrd)', 'State Classification', 'Fax', 'Email', 'URL', 'Principal Name', 'Principal Title', and 'Principal Email'.

## Explanation of Course Codes for KTS Automated Project

Course codes are being set by technical schools as schedules. Infinite Campus will pull courses and add identifiers as part of the new KTS Course Catalog is created. The course code is a 13-digit # that includes a prefix and suffix on the state course code to identify the technical school, period and section. Example:

Technical school ID\* + State Course Code + Technical School Period Number + Technical School Section Number  
**714480503P103**

For example, the above technical course code represents a course that is being taught in Jessamine County and is indicated by using the \*Technical Center ID: (714). The name of the course is Basic Welding and is indicated by the state course code: (480503). The period in which the course will be taught is period one, and is indicated by: (P1). The section in which the course is being taught is section three, and is indicated by: (03).

\*Technical Center ID, Appendix A.

## Two options for loading new course codes.

High schools can add course codes to their existing course master individually or as a group.

### Single Course Creation

Add the courses you need from the KTS Project Course Catalog into your district edition database

**Path:** Index > Scheduling > Add Course

1. Select the Course from the list on the left.
2. Click the Select This Course Master button and you will be taken to the course master screen.
3. Select Save.

--or--

Helpful tip:

Due to courses being sorted by course number, users will find all courses for one \*Technical Center grouped together. If your high school sends students to a single Technical Center, take advantage the Multiple Course Creation option.

*\*Technical Center ID, Appendix A.*

**Course Creation**

Your district has defined a district-wide Course Catalog for your school to use. To create a Course, to create a course that does not exist in the Catalog, speak with your district administration.

**Select Course** ①

CTRL-click and SHIFT-click for multiple

- 110480503P101 - Basic Welding
- 110480503P301 - Basic Welding
- 110480503P601 - Basic Welding
- 714020211P502 - Animal Technology
- 714170142P101 - Safety and First Aid
- 714170142P303 - Safety and First Aid
- 714480503P101 - Basic Welding
- 714480503P201 - Basic Welding
- 714480503P301 - Basic Welding
- 714480503P601 - Basic Welding
- 714580310P103 - Navy ROTC
- 714580310P201 - Navy ROTC
- 714580310P601 - Navy ROTC

**Course Master Record**

Number	110480503P101	Name	Basic Welding
NCES Code		Department	
State Code	480503	Transcript Posted	Yes
GPA Weight	1.0	Activity	
Type		Honors	

Select this Course Master ②

### Multiple Course Creation

Select multiple courses using the batch add feature.

**Path:** Index > Scheduling > Add Course

1. Select CTRL-click or SHIFT-click to highlight multiple courses.
2. Click Batch Add these Course Masters.

**Course Creation**

Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you must create a course that does not exist in the Catalog, speak with your district administration.

**Select Course** ①

CTRL-click and SHIFT-click for multiple

- 110480503P101 - Basic Welding
- 110480503P301 - Basic Welding
- 110480503P601 - Basic Welding
- 714020211P502 - Animal Technology
- 714170142P101 - Safety and First Aid
- 714170142P303 - Safety and First Aid
- 714480503P101 - Basic Welding
- 714480503P201 - Basic Welding
- 714480503P301 - Basic Welding
- 714480503P601 - Basic Welding
- 714580310P103 - Navy ROTC
- 714580310P201 - Navy ROTC
- 714580310P601 - Navy ROTC

**Course Master Record**

Number	(multiple)	Name	(multiple)
NCES Code	(multiple)	Department	(multiple)
State Code	(multiple)	Transcript Posted	(multiple)
GPA Weight	(multiple)	Activity	(multiple)
Type	(multiple)	Honors	(multiple)

Batch Add these Course Masters ②

## Step 2: Course Section Setup

Once the new course codes are added from the course master, the courses must be set up using the new course codes. Course codes include section details from the technical school, and should be set up at the high school using only one section per course. **\*Do not attach more than one section to these technical courses unless you consult with [Kiley Whitaker](#) for prior approval.\***

Path: Search > Course/Section

1. Search for the Course you will need to create the section and click Go, or leave the Search field blank and click Go to pull in a list of all courses.
2. Select the Course.
3. Click on the Sections tab
4. Select Add a Section

Helpful tip:

Section Placement does not need to match the Technical Centers period schedule. Place the sections where they fit for your district.

Path: Scheduling > Courses > Courses Sections

1. Enter the Section Number for the new section. *It may be helpful to use the same number linked to the technical course code. (e.g. 03.)*
2. Select if the teacher is Highly Qualified, Not Highly Qualified, or Not Applicable.
3. Select the appropriate check boxes for Section Schedule Placement.
4. Click Create Section

Section Schedule Placement				
	Quarters			
	GP1	GP2	GP3	GP4
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Grading Tasks & Score Groups*

Discussion regarding the setup of grading tasks and score groups for courses relating to this project is still ongoing. Infinite Campus is defining the matching criteria and process to transfer grades from the technical school back to the high school. As soon as processes are finalized high schools will be provided with further instruction.

### **Step 3: Scheduling Students**

Schedule students as normal, using the appropriate new course code that correspond to the technical school.

*Note: The nightly automated process will begin transferring students in courses from the high school to the technical school beginning June 1, 2014.*

***Appendix A: Pilot ATC/CTC Technical Center IDs***

Type	ATC/CTC School	Technical Center ID
ATC	Breckenridge	105
ATC	Carroll	110
ATC	Casey	111
ATC	Floyd	116
CTC	Franklin	710
ATC	Fulton	117
ATC	Garrard	118
ATC	Green	119
CTC	Jessamine	714
ATC	Lincoln	131
ATC	Pulaski	147